



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
August 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Arts Commission Program Coordinator (G)	78271	\$28,188 - \$45,096
Printing Services Assistant Director (E,F) (Formerly Printing Services Production Manager)	62586	\$33,372 - \$53,400
Probation/Parole Manager 2 (G)	78145	\$37,896 - \$60,636
Respiratory Care Assistant (D)	44571	--
TBI Special Agent – Forensic Imaging Specialist (C)	93865	\$24,868 - \$39,780

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
 - C - Register will be ABOLISHED and REESTABLISHED effective August 8, 2005.
 - D - Job classification will be ABOLISHED August 8, 2005.
 - E - Job classification will have a TITLE CHANGE effective August 8, 2005 .
 - F - Job classification will have a change in SALARY effective August 8, 2005.
 - G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective August 8, 2005.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
 - K - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
 - L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective.
 - M - Job classification changed examination method from Competitive to Non-Competitive.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ARTS COMMISSION PROGRAM COORDINATOR 1

SUMMARY: Under general supervision, is responsible for professional arts commission program coordinate work of routine through average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Arts Commission Program sub-series. An employee in this class is responsible for assisting in administering state and federal grants to individual and group artists. This class differs from that of Arts Commission Program Coordinator 2 in that an incumbent of the latter is responsible for performing at the working level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional arts program coordination work.

Substitution of Experience for Education: Qualifying full-time professional experience in arts program coordination may be substituted for the required education, on a year-for-year basis, to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Pertinent graduate course work credit received from an accredited college or university may substitute for the required experience, on a month-for-month basis, to a maximum of two years (e.g., 36 graduate quarter hours may substitute for one year of the required experience).

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service position, Minimum Qualification, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PRINTING SERVICES ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for managerial printing work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class assists the Printing Services Director in the overall management of the Printing Division. Work involves the supervision of a printing production and administrative staff.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to completion of two years of coursework at an accredited college or university and experience equivalent to substantial (five or more years of) increasingly responsible and skilled full-time printing services production work including, at least, two years of printing services production supervisory experience; qualifying full-time printing experience may be substituted for the required education on a year-for-year basis, to a maximum of two years; additional qualifying coursework at an accredited college, university, technical institute, business school, or vocational or trade school in graphic arts, printing, business or a related field may be substituted for the required non-supervisory experience on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE MANAGER 2

SUMMARY: Under general supervision, is responsible for managerial probation/parole work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Probation/Parole Officer sub-series. An employee in this class manages all probation and parole services for a district of the state. This class differs from Probation/Parole Manager 1 in that an incumbent of the latter functions as a first level supervisor of subordinate probation and/or parole staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience, of which one year must be at a lead or supervisory level.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: A valid motor vehicle operator's license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TBI SPECIAL AGENT – FORENSIC IMAGING SPECIALIST

SUMMARY: Under general supervision, performs forensic imaging work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs forensic imaging duties for the Tennessee Bureau of Investigation, using both film and digital medium. This class differs from those in the state photographic series in that incumbents of the latter provide photographic services in areas such as news, travel, portrait, and industry.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of two years of coursework (i.e., 90 quarter hours) from an accredited college or university in photography, visual arts or digital imaging, including at least nine quarter hours in photography, and experience equivalent to two years of professional and/or forensic photographic work.

Substitution of Experience for Education: Qualifying full-time professional and/or forensic photographic work may be substituted for the required education on a year-for-year basis to a maximum of two years (e.g. experience equivalent to one year of full-time work in professional and/or forensic photography may substitute for one year [i.e., 45 quarter hours] of the required education, including the nine quarter hours in photography).

Necessary Special Qualifications: (1) must possess a valid motor vehicle operator's license, (2) must pass a physical and psychological examination by licensed physicians, (3) must have fingerprints on file with the Tennessee Bureau of Investigation, (4) must have a good moral character as determined by investigation, (5) must be willing to carry and use a firearm, (6) must successfully complete the Tennessee Bureau of Investigation crime scene investigations training course and the Tennessee Bureau of Investigation firearms and weapons training course within the first year of employment.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

